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OFFICE OF TRAINING (OS-1710)

PERSONNEL AND EMPLOYMENT SECTION

Training Officer	OS-1710 15
Training Officer	OS-1710 13
Training Officer	OS-1710 11
Training Assistant	OS-1711 7
Clerk (Stenography)	OS-301 5

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ORIENTATION AND BRIEFING DIVISION

I. MISSION AND FUNCTIONS:

Mission:

The Orientation and Briefing Division is responsible for the development, direction, and presentation of briefings, lectures, indoctrination courses, and orientation programs on National Intelligence activities and on the mission and functions of CIA and its components, for selected Agency and governmental personnel and for designated non-governmental individuals and groups.

Functions:

The Chief, Orientation and Briefing Division, is responsible for:

1. Planning and conducting indoctrination courses for new personnel entering on duty with the Agency.
2. Planning and conducting a comprehensive orientation program for selected personnel of the Agency and other governmental Agencies.
3. Administering a program of presentations by key CIA officials to senior personnel of the Agency on plans, programs, objectives and problems arising out of the various activities of the Agency.
4. Briefing outgoing service attaches on intelligence subjects essential to their mission.
5. Presenting special briefings to high-level Agency personnel, consultants, selected governmental and foreign officials, at the request of the Director of Central Intelligence, Deputy Directors, Director of Training, or Assistant Directors.
6. Presenting special lectures at various Department of Defense school and colleges, the Foreign Service Institute of the Department of State, and other institutions, as directed.

II. CURRENT AND PROPOSED PROGRAMS:

Currently, the programs of the Orientation and Briefing Division fall into the following categories:

Orientation - Orientation, on an Agency-wide basis, is given quarterly for personnel who have entered on duty within CIA during the preceding three month period and for personnel who have not yet received the orientation briefings in previous sessions. The planning, directing and coordinating activities required to insure a current operational picture of the Agency are of extreme importance due to the dynamic nature of the programs of CIA. This cannot be emphasized too heavily. In addition to revising the program before each presentation, the Orientation and Briefing Division must furnish advice and assistance to both participating officials of the Agency as well as guest speakers from other Federal Agencies in order to insure a well-rounded and coordinated picture of intelligence operations.

Presentations: - Presentations are conducted bi-weekly for key officials of CIA. Individual presentations concerning every CIA Office are developed jointly by Chief, Orientation and Briefing Division, his staff, and personnel of the Office concerned. These presentations are given by top Agency officials to interested key personnel, GS-12 and above. Due to the compartmentalization of CIA operations, considerable preparatory work must be done by the Division, including "selling" the presentation idea to operating officials and advising them as to the best presentation approach based on general interest in the field and/or area upon which emphasis should be placed in terms of diversified interests of prospective audience.

Indoctrinations - The weekly indoctrinations are presented to give the new CIA employee a short indoctrination into Agency organization, procedures, and security requirements. They are keyed into the longer, but less frequently presented, Orientation presentations.

Other activities of the Orientation and Briefing Division include giving personalized briefings to diplomatic and governmental visitors from foreign countries, outgoing service attaches, consultants, selected US Government officials, etc. The Division is also responsible for developing and presenting special intelligence lectures at various Department of Defense service schools and colleges, the Foreign Service Institute of the Department of State, and other institutions, as directed.

With respect to proposed programs and plans, the Chief, Orientation and Briefing Division indicated that as long as the Agency was recruiting heavily, the basic programs of the Division would remain approximately the same and even if recruitment were to decelerate these programs would continue, with perhaps the Orientation Program being re-fashioned to cover re-organizations of the Agency and newer programs for the purpose of re-orienting Agency employees.

III. EVALUATION OF POSITIONS

Position No. U 51

Training Instructor
GS-1710-15

The Chief, Orientation and Briefing Division is responsible for planning, organizing, and directing the Agency orientation and briefing programs; undertaking, as the personal representative of the Director of Central Intelligence, special briefings of representatives of Federal Agencies and foreign governments; and lecturing on National Intelligence and CIA at various schools and colleges under the direction of other Federal Agencies.

In evaluating the position of Chief, Orientation and Briefing Division, it is felt that considerable weight should be given to the personal qualifications of the incumbent, which include long experience in the field of intelligence as well as high level professional teaching experience. As a result of such qualifications, the incumbent has been given special external assignments as well as the responsibility for establishing and maintaining internal contacts with top agency officials. These assignments

have, from a classification standpoint, increased the scope of the position. On this basis the position is considered to be of the same calibre as that of the Chief, Program Division, TM(G), since it involves similar type liaison, commitments, and program planning, which in both instances are done on an Agency-wide basis.

Accordingly, the position is recommended for allocation, as Training Officer, GS-1710-15. Inasmuch as this allocation is based in some measure, on qualifications of the present incumbent, it is further recommended that it be approved subject to review upon change of incumbency.

Position No. U 591

Training Instructor,
GS-1710-13

This position is established as the "alter-ego" of the Division Chief, and is responsible for the internal programming of Division activities. The majority of the personal external contacts, including lecture appearances and special assignments for the DCI, remain the primary responsibility of the Division Chief. A discussion with the Division Chief and the Deputy Director, Training(General) indicated that the position would operate (the position was vacant during the survey period) in this manner for the time being. In view of the above, it is recommended that the position be re-affirmed as Training Instructor, GS-1710-13, based on internal program responsibilities and internal agency contacts in connection with such programs.

Position U 52

Training Instructor,
GS-1710-11

This position serves principally in an instructor capacity, giving various lectures to new employees (mainly clerical) on the language and concept of intelligence. During the survey period, the position was functioning as assistant to the Division Chief in planning and arranging for various presentations. At such time as the second position in the Division is encumbered this position will be concerned primarily with presentation phases of Divisional programs, with responsibility for planning individual presentations as assigned. Based on continuing responsibility for planning of individual presentations and instructor assignments, the position appears to be performing at the same level as GS-11 Training Instructor positions found in various training activities under the Deputy Director of Training(Special) and it is therefore recommended that the GS-11 allocation for this position be re-affirmed.

Position U 53

Training Assistant
GS-1711-7

This position, due to the size of the Division and the variety of presentations given, is responsible for performing a number of administrative and visual aids development assignments in support of these activities.

By comparison with other similar agency positions, it is recommended that the position be re-affirmed as Training Assistant, GS-1711-7

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Position No. U 54

Clerk(Stenography)
GS-301-5

This position serves as the Clerk-Stenographer for the Orientation and Briefing Division, and in this capacity is assigned clerical and stenographic tasks, allocated to GS-5, similar as to grade level to other clerical positions in the Office of Training (General). Accordingly, it is recommended that the position be approved as Clerk(Stenography), GS-301-5.

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MANAGEMENT TRAINING